



**STATE OF GEORGIA**  
**APPLICATION FOR EMPLOYMENT**  
*An Equal Opportunity Employer*

**Complete information on searching for jobs with the State of Georgia and an on-line application procedure may be found on the Internet at [thejobsite.org](http://thejobsite.org). Using The Job Site is the preferred method of applying for these State jobs.**

**Daytime Telephone Number**

**E-mail Address**

[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]						
Last Name										First Name				Middle Init.	
Street or Mailing Address												Apartment No.			
City										State		Zip Code		County	

**EMPLOYMENT ELIGIBILITY:** To be employed by the State of Georgia, you must meet certain State and Federal employment eligibility requirements. These include (but are not limited to) United States citizenship or authorization to work in this country, positive rehire status if previously employed by the State, and no felony convictions (for some jobs). Please answer the following questions.

<p>1. Are you a United States citizen?</p> <p style="text-align: center;"><input type="checkbox"/> YES   <input type="checkbox"/> NO</p>	<p>2. Are you an alien authorized to work in the United States?</p> <p style="text-align: center;"><input type="checkbox"/> YES   <input type="checkbox"/> NO   <input type="checkbox"/> N/A</p>	<p>3. Have you ever been dismissed from any State of Georgia government position?</p> <p style="text-align: center;"><input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p><b>If YES, attach an explanation.</b></p>	<p>4. Have you ever been convicted of a felony?</p> <p style="text-align: center;"><input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p><b>If YES, attach an explanation.</b></p>
--	--	--	--

**TYPE OF WORK:** JOB TITLE AND JOB CODE REQUIRED. If you do not know the correct job titles, information is available at the various State of Georgia agency personnel offices, the Georgia Merit System Office in Atlanta, the Georgia Department of Labor Career Centers, or on [thejobsite.org](http://thejobsite.org).

Specific Job Title Sought	Job Code	Specific Job Title Sought	Job Code
<b>1.</b>		<b>2.</b>	

**EDUCATION:**

High School Graduate or Equivalent (GED)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Vocational/Business School:	No. of Months:	Field of Study:	Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: (Mo./Yr)					
<b>PLEASE LIST EXACT COLLEGE HOURS :</b>		CREDIT RECEIVED		FIELD/AREA OF CONCENTRATION			TYPE OF DEGREE	DATE DEGREE COMPLETED	
COLLEGES/UNIVERSITIES	CITY and STATE	Qtr Hrs	Sem Hrs	Major	Hrs	Minor	Hrs	(BA/BS/MA/PhD)	(Mo./Yr.)

**LANGUAGE SKILLS:** Check any which apply to you. ☐ Multilingual (Specify languages) \_\_\_\_\_

☐ Sign Language

**GEORGIA LICENSES AND CERTIFICATIONS:**

Type of License/Certificate	License/Certificate Number	Expiration (Mo./Yr.)	Specialization/Endorsements
Current Valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Valid Commercial Driver's License (CDL): Class (Check One): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
Teacher Certified in Georgia: Type of Certificate Held:			
Georgia Peace Officer Standards and Training Certificate (POST)			
Other Professional License/Certificate: _____			

**CERTIFICATION: Read carefully before signing and dating. Unsigned applications will not be processed.**

I certify that all information on this application is correct. I authorize any agent or employee of the State to verify this information and to release it to anyone who may consider me for appointment. I understand that intentionally providing false information on this form or attachments is a violation of state law. **I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature.** I further certify that either: 1) I have not been convicted of a drug-related criminal offense; or 2) if I have been convicted of a drug-related criminal offense, it has been more than three (3) months since my first conviction, or more than five (5) years since a second or subsequent conviction (O.C.G.A. 45-23 et. Seq.).

**Signature:**

**Date:**

**WORK HISTORY:** Describe your work history below beginning with your current or most recent job. Include military and volunteer experience. If you worked for the same employer but held different jobs describe each separately. Describe in detail the specific duties beginning with your primary duties. If you need more space, print out the supplemental work history page and attach to the application. Failure to give complete and detailed information regarding each job held may result in your disqualification from employment consideration. *You may submit a resume to document your work background.* However, if the resume does not contain all the information requested in the Work History section, please fill in that information on the application.

Current or Last Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number (       )
Reason for Leaving			# and types of employees you supervised:		
Describe in detail your job duties.					
<i>Related Computer Skills:</i>					

Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number (      )
Reason for Leaving			# and types of employees you supervised:		
Describe in detail your job duties.					
Related Computer Skills :					

Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number (      )
Reason for Leaving			# and types of employees you supervised:		
Describe in detail your job duties.					
Related Computer Skills :					

# STATE OF GEORGIA EMPLOYMENT AVAILABILITY CODES

For the job(s) listed on page 1, please select the county or counties in which you are willing to work. You may choose up to ten (10) counties, or choose to be available for all counties by marking "Statewide" (160). For your convenience, the counties have been sorted alphabetically by geographical region.

Where do you want to work? List up to ten (10) counties in the blanks below. Use the <i>three digit number codes</i> listed next to each County.									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

## Metro Atlanta Regions

### N Metro Atlanta (E)

033 Cobb  
044 DeKalb  
048 Douglas  
060 Fulton  
067 Gwinnett  
122 Rockdale

### S Metro Atlanta (H)

031 Clayton  
056 Fayette  
060 Fulton  
075 Henry  
126 Spalding

## North Georgia Regions

### Rome Area (A)

008 Bartow  
023 Catoosa  
027 Chattooga  
041 Dade  
057 Floyd  
064 Gordon  
105 Murray  
146 Walker  
155 Whitfield

### N Central GA (B)

028 Cherokee  
042 Dawson  
055 Fannin  
058 Forsyth  
061 Gilmer  
093 Lumpkin  
112 Pickens  
144 Union

### NE GA (C)

006 Banks  
059 Franklin  
068 Habersham  
069 Hall  
119 Rabun  
127 Stephens  
139 Towns  
154 White

### W GA (D)

022 Carroll  
071 Haralson  
110 Paulding  
115 Polk

### Athens Area (F)

007 Barrow  
029 Clarke  
052 Elbert  
073 Hart  
078 Jackson  
095 Madison  
108 Oconee  
109 Oglethorpe  
147 Walton



## Central Georgia Regions

### LaGrange Area (G)

038 Coweta  
074 Heard  
099 Meriwether  
141 Troup

### Covington Area (I)

018 Butts  
066 Greene  
070 Hancock  
079 Jasper  
104 Morgan  
107 Newton  
117 Putnam

### Columbus Area (K)

026 Chattahoochee  
072 Harris  
094 Macon  
096 Marion  
106 Muscogee  
123 Schley  
130 Talbot  
133 Taylor

### Middle GA (L)

005 Baldwin  
011 Bibb  
039 Crawford  
076 Houston  
084 Jones  
085 Lamar  
102 Monroe  
111 Peach  
114 Pike  
143 Twiggs  
145 Upson  
158 Wilkinson

### Augusta Area (J)

017 Burke  
036 Columbia  
062 Glascock  
081 Jefferson  
090 Lincoln  
097 McDuffie  
121 Richmond  
131 Taliaferro  
149 Warren  
157 Wilkes  
**Dublin Area (M)**  
053 Emanuel  
083 Johnson  
087 Laurens  
140 Truetlen  
150 Washington

## South Georgia Regions

### Savannah Area (N)

015 Bryan  
016 Bulloch  
025 Chatham  
051 Effingham  
082 Jenkins  
124 Screven

### Albany Area (O)

019 Calhoun  
030 Clay  
047 Dougherty  
088 Lee  
118 Quitman  
120 Randolph  
128 Stewart  
129 Sumter  
135 Terrell  
152 Webster

### Tifton Area (P)

009 Ben Hill  
012 Bleckley  
040 Crisp  
045 Dodge  
046 Dooly  
077 Irwin  
116 Pulaski  
137 Tift  
142 Turner  
156 Wilcox  
159 Worth  
**Baxley Area (Q)**  
001 Appling  
003 Bacon  
034 Coffee  
080 Jeff Davis  
103 Montgomery  
134 Telfair  
138 Toombs  
153 Wheeler

### Reidsville Area (R)

021 Candler  
054 Evans  
089 Liberty  
091 Long  
098 McIntosh  
132 Tattall

### SW GA (S)

004 Baker  
014 Brooks  
035 Colquitt  
043 Decatur  
049 Early  
065 Grady  
100 Miller  
101 Mitchell  
125 Seminole  
136 Thomas

### Valdosta Area (T)

002 Atkinson  
010 Berrien  
032 Clinch  
037 Cook  
050 Echols  
086 Lanier  
092 Lowndes

### SE GA (U)

013 Brantley  
020 Camden  
024 Charlton  
063 Glynn  
113 Pierce  
148 Ware  
151 Wayne

## Statewide

**160 Statewide** You will be considered for vacancies in ALL counties of the State. Relocation at your own expense may be necessary.

## EVALUATION PROCEDURES

**Written Tests:** To obtain a job in certain fields, such as criminal justice and secretarial, you must pass a written and/or performance test. The tests are offered on the following basis. Proper identification with your picture and signature, such as a driver's license, is required for admission to all examinations.

**Walk-in Examinations:** Tests are offered on selected days in Atlanta only on a walk-in basis. If you wish to test in Atlanta, apply online or bring a completed application with you. Some testing outside of Atlanta is also done on a walk-in basis. The "Walk-In Test ing Schedule" is available on our Web site at [thejobsite.org](http://thejobsite.org). You may also call (404) 656-2724 and request a copy of this schedule.

**Scheduled or Reserved Seating Examinations:** Written tests are offered on certain Saturdays in selected cities. If you request a scheduled examination and your application is approved, you will receive an admission slip by mail for the next available test session showing the address of the testing center you have chosen and the date and time of your appointment. This may take a month or longer due to limited seating.

**Select ONE city where you wish to take a written test on Saturday:**

☐ Americus - [Y]

☐ Augusta - [S]

☐ Gainesville - [F]

☐ Milledgeville - [M]

☐ Rome - [E]

☐ Savannah - [H]

☐ Thomasville - [U]

☐ Waycross - [L]

**Retest Policy:** Your score will normally remain on the list of available applicants for six months from the date of your examination (and, in many cases, you may also extend your score for an additional six months). Generally, you can apply to be evaluated or to take a written test for the same job only three times in one year, with a minimum 30 day waiting period between examinations. Upon re-examination, the higher of your scores will generally be kept. The lower score will not be accessible to employing agencies.

## ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

**For Merit System Walk -in or Scheduled testing purposes only, do you require special examination accommodations because of a disability?** If so, attach a note to this application asking us to call. **PRIOR ARRANGEMENTS ARE NECESSARY.** Note that in order to receive accommodations for testing, you must (1) tell the Merit System you need an examination accommodation at least one (1) day **PRIOR** to the test; (2) have the accommodation authorized **BEFORE** being tested; and (3) provide documentation to show the need for the accommodation (if requested by the Merit System). If you have questions about the examination procedure for applicants with disabilities, you may call the Georgia Merit System at (404) 656-2728 (TTY available) or the Georgia Relay Service at **7-1-1**.

**Training and Experience Ratings:** If you apply for a job that does not require a written test, your evaluation will be based on the experience, education, and training you describe on your application. You will also be evaluated on any supplemental information you may be asked to provide.

**VETERAN'S PREFERENCE:** The laws of the State of Georgia require that points be added **to passing examination scores** for certain veterans and combat troops of the Armed Forces of the United States. The following types of preference are currently granted. If you want to apply for Veteran's Preference, check the type below and attach copies of the appropriate document(s) to your application. Copies cannot be returned. (SPB 16.102)

☐ VETERAN: DD214 showing dates of service and type of discharge

☐ DECEASED VETERAN'S SPOUSE: DD214; marriage certificate; veteran's death certificate or casualty report

☐ DISABLED VETERAN: DD214; certificate of service-connected disability (at least 10%) from the V.A. dated within the last 6 months

☐ DISABLED VETERAN'S SPOUSE: DD214; marriage certificate; disabled veteran's documents dated within last 6 months (veteran must have 100% disability)

### How You Heard About The Job

☐ Walk-in

☐ College/University

☐ Technical School

☐ Employee Referral

☐ thejobsite.org

☐ Newspaper

☐ State Agency Web Site

☐ Other Internet Source

☐ DOL Career Center

☐ Other \_\_\_\_\_

## EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The information you give in this section is optional. It is used by the Georgia Merit System and other state agencies to comply with Federal guidelines for monitoring the equal employment opportunity efforts of the State of Georgia.

Last Name

First Name

MI

### Ethnic Background (Check One):

1. ☐ Native American

2. ☐ White, not of Hispanic origin

3. ☐ Hispanic

4. ☐ Black, not of Hispanic origin

5. ☐ Asian/Pacific Islander

6. ☐ Multi-racial

7. ☐ Other

### Gender

(Check One):

☐ Male

☐ Female

### Birth Date

MO DAY YR

--	--	--

*Birth Date - Required for some law enforcement jobs.*

For Agency Use